



# Hendry County Sheriff's Office

## General Order 13.1

<b>TITLE:</b> Awards and Commendations	<b>SHERIFF'S APPROVAL:</b> Digital
<b>ORIGINATION DATE:</b> May 27, 2019	<b>REVISION DATE:</b>
<b>RELATED REFERENCES:</b>	
<b>CFA:</b>	
<b>REVIEW FREQUENCY:</b> 3 YEARS	<b>DATE OF NEXT REVIEW:</b> May 27, 2022

**I. PURPOSE:** To establish procedures for members of the sheriff's office and the citizens of Hendry County in receiving recognition for their performance and/or exceptional service.

**II. SCOPE:** This order shall apply to all sheriff's office members.

**III. POLICY:** The Hendry County Sheriff's Office will recognize agency personnel, non-agency law enforcement personnel, and citizens who demonstrate dedication, courage or superior initiative in the performance of their duties or while providing exceptional service to the agency and/or community.

### IV. PROCEDURE

#### A. Nomination for Award

1. Any citizen or employee of Sheriff's Office may initiate a nomination for awards and commendations.
2. It is the responsibility of all supervisors to recognize the professional endeavors undertaken by employees of Sheriff's Office.
3. Nominations are to be prepared on a memorandum form addressed to the Awards Committee through the Chief Deputy and shall describe in detail the circumstances and events of the incident.
4. Submit nominations via chain of command to the Awards Committee within two weeks of the occurrence. Nominations for a Life Saving Award shall have certification from EMS or Doctor/Nurse accompanying the memorandum, if practical. Authors are encouraged to include news articles, case reports, photos and/or videos with the memorandum.

#### B. Divisional Awards

1. Divisions are encouraged to continue to present awards to their employees. Such awards are

only divisional in nature and shall not supersede the decisions of the Awards Committee.

2. Forward all official award nominations to the Awards Committee for agency award determination.
3. Agency-wide awards (i.e. Deputy of the Quarter/Year, Corrections Deputy of the Quarter/Year, Civilian Deputy/Employee of the Quarter/Year, etc.) are decided by the Awards Committee from all award nominations received.
4. Division supervisors are encouraged to provide recommendations to the Awards Committee, along with additional information, to aid in the selection of agency-wide awards and may be, in itself, a nomination for an agency-wide award.

#### C. Presentation of Awards

1. Awards are presented as a formal presentation which will be scheduled at a time that encourages the presence of family and friends, when possible.
2. Recipients are encouraged to provide a copy of award to HR for placement in their personnel file.

#### D. Display of Awards

1. Wear ribbon bars in the following order, from the top bar downward, ending with the name plate:
  - a. Medal of Valor
  - b. Meritorious Conduct
  - c. Purple Heart
  - d. Life Saving
  - e. Sheriff's Commendation Bar
  - f. Special Unit Bar
  - g. Name plate

#### E. Appeal Process

1. Supervisors who consider the award determined by the committee inadequate are to immediately contact the committee to discuss his/her recommendation in detail.

#### F. Reserve Service Award Guidelines

1. Reserve deputies are eligible for the same awards as other agency employees and are to meet the same criteria.
2. Additionally, reserve deputies are eligible for the following recognition:
  - a. One-thousand (1,000) hours in a single year:

- (1) Plaque with engraved Hendry County Sheriff's Office star.
- (2) Letter of Appreciation
- b. Five Hundred (500) hours in a single year:
  - (1) Certificate of Appreciation
  - (2) Letter of Appreciation
- c. The Reserve Unit Supervisor must send a list of Reserve deputies who have met or exceeded 500 and 1,000 hours to the Awards Committee each year for the deputies to receive recognition.

#### G. Replacement of Ribbon Bars

- 1. The following procedures are used in the event a ribbon bar needs replacement:
  - a. If a ribbon bar is damaged while on duty and needs replacement, forward the damaged bar to the Awards Committee chairperson along with a memorandum detailing the incident causing the damage.
  - b. Upon review of the memorandum, the ribbon bar is replaced.
- 2. If a ribbon bar is not damaged on duty and needs replacement for some other reason (e.g., unable to find), forward a memorandum to the chairperson detailing the reason for replacement. It is the responsibility of the employee to bear the cost of replacement.

#### H. Awards Committee

- 1. The Awards Committee is composed as follows:
  - a. One sworn employee from the Jail Complex
  - b. One sworn employee from Road Patrol (representing all districts)
  - c. One sworn employee from the Criminal Investigative (representing all investigative units)
  - d. Two civilian employee representing all administrative / administrative support units
- 2. Members of the Awards Committee serve at the pleasure of the Sheriff. The Sheriff or designee reviews and approves the membership of the Awards Committee annually, or as necessary.
- 3. The Chairperson will be selected by the Sheriff and shall serve a term of two years.
- 4. Members of the Awards Committee receive familiarization training from the chairperson regarding policy, procedure, and current practice.
- 5. The Awards Committee determines the type of award to be presented subject to the approval of the Sheriff.
- 6. The Awards Committee meets each quarter or any other times deemed necessary.

7. Each meeting is announced to command staff in advance. Concerned or interested parties may address the Awards Committee, in person, to speak on behalf of the nominations.

#### I. Classification of Awards

1. LE Deputy/CO Deputy/Telecommunications Officer and Civilian Deputy of the Quarter awards are chosen from the documented recommendations received from the supervisors/commanders of those persons each quarter. Certificate is awarded for quarterly awards. A plaque or other object is awarded to the recipient of the yearly award.
2. Letter of Commendation (sworn and civilian) - A Letter of Commendation is awarded to any employee or group of employees who gain recognition for efficient and/or courteous performance of duty.
  - a. This award is in letter form. It may presented to the recipient through the chain of command or during awards presentations, at the Sheriff's discretion.
3. Community Service Award (sworn and civilian) – This award is in letter form and signifies that the recipient has made, either through voluntary civic involvement or in the performance of his/her duties, a significant and exceptional contribution to the community.
4. Civilian Service Award – This award will be a plaque or other object signifying that the civilian recipient has placed himself/herself at risk to render extraordinary assistance to law enforcement in apprehending a criminal or saving a life.
5. Volunteer Award - This award will be a plaque or other object signifying that the civilian recipient has made a significant contribution to Sheriff's Office by volunteering for the Volunteers in Patrol (VIP) or other volunteer program within Sheriff's Office.
6. Military Service Award – A Military Service Award is a certificate awarded in recognition for an employee's service to their country while serving in the National Guard, Military Reserves, or while on active duty in any branch of the military services.
  - a. The criteria requires 185 days on active duty or any time period of service during combat. The recipient is required to submit proper documentation, form DD-214, and a copy of their honorable discharge certificate.
7. Sheriff's Commendation Ribbon (sworn and civilian) – Awarded to an employee for exceptional commendable performance in the execution of his/her duties. The act must demonstrate confidence and efficiency beyond that reasonably expected or is awarded to an employee for an exceptionally competent, credible act demonstrating personal initiative and accomplishment that brings public acclaim or recognition to the employee. Civilian members will receive a plaque or other object in lieu of the ribbon.
8. Meritorious Conduct Ribbon (sworn) - This award signifies that the recipient displayed unusual thoroughness, determination, and/or initiative while carrying out his/her duties. This award is for service rendered in the line of duty where the employee, because of his/her diligence and perseverance, performs a difficult task in which a serious crime is prevented, significant property is protected, human life is protected, or causes the successful closure(s) of a significant criminal case(s) in which the criminal(s) is(are) apprehended.
9. Purple Heart Ribbon (sworn) - This award signifies that the recipient has suffered a significant injury while confronting a violent adversary.

10. Life Saving Ribbon - This award is to recognize those employees, who under true emergency circumstances, act to prevent probable loss of life either by exercising appropriate first aid procedures or by direct intervention. It is awarded to an employee for competent and expedient action that is directly accountable for sustaining or saving a human life. Subsequent death of a victim after release to medical personnel will not preclude nomination. Any nomination for this award includes documentation that substantiates the lifesaving action taken. This does not include an employee's actions that lead to the prevention of a suicide attempt or threat. Civilian members will receive a plaque or other object in lieu of the ribbon.
11. Medal of Valor – (May be awarded Posthumously) This is the highest award presented by the Hendry County Sheriff's Office to an employee who distinguishes him/herself by an act of heroism or who puts him/herself in imminent personal danger and who takes such action(s) with knowledge of the risk(s) involved. The act must be so outstanding that it clearly distinguishes the employee's courage and has been performed for the purpose of protecting human life. There may be no margin of doubt or possibility of error in awarding this honor and it must be agreed upon by the majority of the Awards Committee and approved by the Sheriff. This award may be presented posthumously.
12. Civilian Employee of the Year - an employee selected from the recipients of the Civilian Employee of the Quarter awards. The selected employee is someone who exemplifies the highest ideals of the Sheriff's Office for the previous year. Awarded a plaque or other object.
13. Telecommunications Officer of the Year - an employee selected from the recipients of the Telecommunications Officer of the Quarter awards. The selected person is someone who exemplifies the highest ideals of the Sheriff's Office for the previous year. Awarded a plaque or other object.
14. Deputy of the Year - a deputy selected from the recipients of the Deputy of the Quarter awards. The selected person is someone who exemplifies the highest ideals of the Sheriff's Office for the previous year. Awarded a plaque or other object.
15. Corrections Officer of the Year - a corrections deputy selected from the recipients of the Corrections Officer of the Quarter awards. The selected person is someone who exemplifies the highest ideals of the Sheriff's Office for the previous year. Awarded a plaque or other object.

**J. Miscellaneous Awards:**

1. The following awards shall be presented by a certificate.
  - a. Unit Citation
  - b. Good Conduct
  - c. Safe Driver
  - d. Perfect Attendance (yearly)
  - e. Deputy/CO/Telecommunications Officer and Civilian Deputy of the Quarter
- K. All documentation recommending awards will be made available to the recipient for inclusion in his/her personnel file, upon request. If a recommendation for an award is not granted by the Awards Committee, the recommendation will be forwarded to HR for inclusion in that person's personnel file.

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## V. GLOSSARY

N/A

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**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**